KELMS Frequently Asked Questions

1. **Is there any limit on the number of SumTotal Connect users?**
   a. There's no limit to the number of administrators who can be given access to the community.
2. **Will employees still register through their Cabinet training coordinator for courses at GSC, online or, will they be able to register themselves for required training such as anti-harassment and diversity?**
   a. Transportation Cabinet employees will be piloting the "roll out" to all end users which means Transportation employees will register themselves for training within KELMS. Once the pilot is complete and successful, we will begin the "phase in" process for other cabinets.
3. **Where will the data be hosted?**
   a. Vendor. Software as a service. KHRIS will populate the employee and organizational data.
4. **How will the historical data from Pathlore be converted to KELMS?**
   a. Pathlore historical data will be moved to the Commonwealth's EBI environment. (Business objects)
5. **Why are we changing from Pathlore to KELMS?**
   a. The new system will allow agencies to manage the training process based on their needs.
      - Employees will be able to assess their own skills, take charge of their learning and have access to their training transcripts.
      - Managers can access training histories to guide team development.
      - Leadership can use the training data provided to evaluate skill gaps and/or workforce strengths when needed.
6. **When will the new system be implemented?**
   a. Initially, KELMS will be rolled out to the Governmental Services Center and Kentucky Transportation Cabinet and a master roll out plan will be developed to phase in all other agencies.
7. **Who will be impacted by the change from Pathlore to KELMS?**
   a. Everyone who uses Pathlore will change to the new system. KELMS will also provide the opportunity for each agency employee to login to the system to view and print their training records, view and register for upcoming training classes, and complete online training. Upon completion of the online courses, the system will automatically mark the learner as completed.

8. **Who will have the primary responsibility for ensuring KELMS is successfully implemented in my agency?**

   a. The objective of the KELMS Implementation approach is to ensure that each Commonwealth agency successfully implements KELMS, to support their internal as well as external administrative and training processes. The KELMS project team, the Secretary for Finance and Administration and the Secretary for Personnel Cabinet have assumed significant responsibility in supporting agencies to ensure their success.

The Agency Training Liaison is the focal point for KELMS implementation activities within each agency and will be critical in the successful implementation of KELMS within the agency.

9. **What are some of the key activities for which the Agency Training Liaison will be responsible during the implementation?**

    a. Identify
        - what training your Cabinet/Department is currently offering that you will need to enter and track in KELMS
        - agency specific KELMS notifications that may need to be created
        - agency specific KELMS reporting needs
        - and confirm the agency users
        - the security, workflow and approval requirements for KELMS.
    b. Determine any internal systems or procedures that can be eliminated or streamlined through the capabilities of KELMS.
    c. Complete training –KELMS training will be made available for Agency Training Liaisons and their teams during the first quarter of 2015. Following that the KELMS Training Team will kick-off the registration process for end user training.

10. **Will training be available for employees to pull their own training records?**

    a. The current plan is for Training Coordinators and Instructors to be trained before "go live." Managers and Learners will be trained after "go live."

11. **Will we still be able to see historical records?**

    a. The learning content from Pathlore will not be migrated to the new system. Users will be able to request reports from Pathlore (like they do today) to obtain past learning records.